

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies

Town Administrator

Doug Willardson

DRAFT MINUTES

PERSONNEL ADVISORY BOARD

Friday, August 27, 2021

PRESENT: Elaine Davies, Candace Shivers, Joshua Sterczala, Doug Willardson

PRESENT VIA ZOOM: Sarah Sansom, Patricia Nectow

Elaine Davies, Chairman called the meeting to order at 8:33 AM in the Board of Selectman Meeting Room, 2nd Floor, Webster Town Hall.

APPROVAL OF MEETING MINUTES

The Draft PAB Minutes for the meeting of June 25, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

CLASSIFICATION PLAN: Doug showed the committee the website mmhrsurvey.mma.org/benchmark that he is recommending be utilized for the classification analysis. Courtney is currently inputting Webster's data of approximately 100 employees. The data produced by the program is Hours Worked/Minimum Pay to Maximum Pay/Salary. A classification analysis was completed three years ago by the town so, although necessary to keep the town current, it is not anticipated to have a huge impact on salaries. Doug recommended reaching out to 15 similar towns with the hope of being able to utilize the data from 8 towns. The deadline for this project is dependent on contract negotiations that begin in January and the new Town Administrator is expected to start in February. Josh will be instrumental in analyzing the data.

HIRING UPDATE: A new Water and Sewer Superintendent was hired this summer as well as two Water Foreman positions were filled. The town is about to hire a new Board of Health Agent. Since the position has been regionalized with the Town of Dudley, it will include more responsibilities. The Human Resource position recommended by the PAB has been built into the budget for the year. Greg Balukonis, the interim Town Administrator will begin the search process to fill this position.

PERFORMANCE EVALUATIONS: All department heads have had an initial performance evaluation. They will all be approaching their six month review soon. The Finance Department will be the first area to evaluate union employees. The biggest concern is always how to make the evaluation a

positive experience for the employee. Candace suggested that as union contracts are being negotiated this year that language be added that gives the evaluation process a positive spin. Hopefully, by alerting employees to the process, it will eliminate some of the fears. Elaine will speak with Greg about maintaining the progress the town has made in evaluations of its employees.

ON-BOARDING: Candace stated that an organized and well thought out On-Boarding process eliminates stress and undue misunderstandings. Doug said that a packet for new employees had been developed over the summer and Candace offered to review. She also suggested implementing a mentoring program for new employees.

EMERGENCY AND CONTINGENCY PLANS: Instant Command Training Level One has been completed by all employees. Level Two has been completed by all Department Heads. The Environmental Resiliency Plan is being conducted from Doug's office and might serve as a blueprint for the Emergency and Contingency Plan including information on continuity of government and operations.

PERSONNEL POLICIES: Josh asked about the temporary telecommuting policy and whether it might be broadened to cover more positions in the future, adding that hybrid work is ongoing in industry. Doug noted that Webster would be unique. Most towns do not have such policies. It is also work dependent. There also was a brief discussion on lessons learned from the furloughs during the pandemic and how the language in the policies on emergencies should be changed.

BOARD VACANCY: Elaine has one individual who might be interested in the position. Otherwise, the opening will be posted on the town's website.

FAREWELL TO DOUG WILLARDSON: Elaine read a letter as a tribute and goodbye to Doug thanking him for all his contributions to the PAB Committee and to the Town. He will be missed.

NEXT MEETING: Greg Balukonis will be working Monday, Wednesday and Friday and will be asked to join our next meeting on Friday, October 1, 2021 at 8:30 AM.

The meeting was adjourned at 9:44 AM.